

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 8006      **TITLE:** EMERGENCY MANAGEMENT COORDINATOR  
**GRADE:** E-09

**DEFINITION:**

Under administrative direction of the Deputy County Executive, the Emergency Management Coordinator is responsible for providing overall direction and management of the Emergency Management Program for the entire County of Fairfax, including the Towns of Herndon and Vienna; provides leadership and direction for the County's Homeland Security Program and County Security Program; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Emergency Manager/Coordinator is exempt from the County's merit system under Article 4, Subsection 15.1-763 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

This class is distinguished from the Deputy Coordinator of Emergency Management in that the Coordinator has final oversight of and responsibility for the Department of Emergency Management, whereas the Deputy Coordinator manages the day-to-day operations of the Department and its various programs.

**ILLUSTRATIVE DUTIES:**

Manages the County Emergency Management Program;  
Manages emergency management planning for the entire county in order to guide strategic organizational behavior before, during and following a significant emergency;  
Conducts all county-related strategic emergency planning and policy;  
Manages the development and maintenance the County's Comprehensive Emergency Operations Plan (EOP);  
Ensures security plans, standards and policies for county facilities are viable and consistent with goals and objectives of the County Security Plan;  
Provides vision, direction and subject matter expertise in the field of emergency management and homeland security;  
Provides advice and guidance to the County Executive, Deputy County Executive, County Agency/Department Heads and County Officials on emergency management and related programs;  
Serves as member of the County's Senior Management Team and Public Safety Management Team;  
Integrates emergency management activities with all agencies of the Fairfax County Government, local, state, and federal agencies, partners, volunteers and the private sector through enhanced emergency partnerships;  
Represents the County on regional advisory boards, committees and delegations relative to emergency management and homeland security issues;  
Provides leadership to the County's Emergency Management Coordination Committee (EMCC);

Provides direction to the County Security Management Program and professional staff;  
Manages the Emergency Management Duty Officer Program; directs the activation and manages the operation of Emergency Operation Center (EOC) during major incidents;  
manages the County Watch Center Program that provides Emergency Alert & Notification Systems for employees, emergency responders and the public;  
Directs the Department of Emergency Management emergency management public outreach educational programs;  
Manages the County Citizen Corps Program;  
Manages the domestic terrorism grants, planning and preparedness program for Fairfax County Government;  
Coordinates preparedness, prevention, response, mitigation and recovery from natural, technological and homeland security events that may impact County residents;  
Oversees county-wide emergency training and exercise programs;  
Oversee emergency training, simulations and exercises necessary to prepare first responders to carry out their roles in the County Emergency Operations Plan (EOP);  
Coordinates the recruitment, registration and identification of "volunteer emergency workers" as necessary to support emergency response and recovery efforts;  
Directs the preparation and administration of the Department of Emergency Management budget;  
Manages the Department of Emergency Management and assigned professional staff;

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of the principles and practices of public administration (including personnel, budgeting, accounting, and management analysis) and the ability to apply them in overseeing emergency management County-wide;  
Extensive knowledge of Federal, State, and County laws and regulations affecting emergency management services, and the ability to interpret and apply them correctly;  
Extensive knowledge of state and municipal governmental operations;  
Knowledge of and experience in problem solving and conflict resolution;  
Ability to analyze data and draw sound conclusions;  
Ability to develop and implement departmental goals and objectives;  
Ability to effectively coordinate and implement departmental changes;  
Ability to effectively manage, train, and motivate employees;  
Ability to plan, direct and coordinate the work of emergency management staff;  
Ability to provide effective leadership;  
Ability to communicate clearly and concisely, orally and in writing;  
Ability to develop and maintain effective working relationships with subordinates, co-workers, County officials, public and private sector organizations, customers, and the general public.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a bachelor's degree in Business Administration, Public Administration, Emergency Management or a closely related field; PLUS  
Seven years progressive experience in emergency services, public safety, or emergency management out of which 2 years must have been at the management level (coordinator or deputy coordinator in emergency management capacity).

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**CERTIFICATES AND LICENSES REQUIRED:**

Current Certified Emergency Manager (CEM) certification by the International Association of Emergency Managers or certification by the Commonwealth as an Emergency Manager through the Virginia Division of Emergency Management.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

ESTABLISHED: September 3, 2004